



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: 25-YEAR SERVICE AND
RETIREMENT RECOGNITION**

Number:

02/07

Date Issued:

September 23, 2002

Canceled Effective:

The purpose of this Administrative Bulletin (AB) is to announce a revision to the California Department of Corrections' (CDC) Department Operations Manual (DOM) regarding 25-Year Service and Retirement Recognition. This AB replaces Chapter 3, Article 20, Personnel Policies Sections 33010.27 through 33010.28.

It is the intent of the Director that all employees shall be presented with timely acknowledgement when attaining 25 years of State service or retirement. The hiring authority will not be required to determine if the employee has prior or pending adverse actions, legal actions, is currently under investigation, etc., before requesting recognition for 25 years of State service or retirement.

25-Year Service Recognition

Employees completing 25 years of State service are entitled to receive:

- Employee's choice of a 25-year service memento described in the catalog provided by the contracting vendor.
- A framed certificate signed by the Governor, also provided by the vendor.
- A 25-year service recognition card signed by the Director (to be presented to the employee with the framed certificate signed by the Governor).

Retirement Certificates

Retiring employees are entitled to receive:

- A retirement certificate from the Director.
- A congratulatory letter from the Director.
- If the retiring employee has at least 25 years of State service, employee's choice of any one of the retirement mementos described in the catalog provided by the contracting vendor.
- If retiring at the same time that the 25 years of State service is achieved, the employee is entitled to two mementos from the catalog (one for retiring with at least 25 years of State service, and one for attaining 25 years of State service).

Personnel's Responsibility

The local personnel office shall notify the supervisor/manager of employees who are within six months of reaching 25 years of State service and/or are retiring with at least 25 years of State service using CDC Form 1785, Service Award Eligibility Notification.



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Supervisors/Managers Responsibility

Supervisors/managers shall:

- Submit a completed CDC Form 3018, Request For 25-Year Service Recognition (Attachment A) for 25-year service awards, and a completed CDC Form 3019, Request For Retirement Certificate/Letter (Attachment B) for retirement awards, to the Director's office. Allow a minimum of 15 working days turnaround if submitted via mail or 10 working days if submitted via fax.
- Make the contracting vendor's catalog available to the employee. (Contact the local business office for the name and number of the current contract vendor. Catalogs can be obtained from them.)
- Order the 25-year service memento and/or the retirement memento selected by the employee using CDC Form 954, Intra-Office Requisition. A copy of the CDC Form 1785 (Service Award Eligibility Notification) shall be attached to the CDC Form 954. All orders shall include the information outlined under "Ordering Instructions" in the vendor's catalog. For retiring employees, the order must be submitted within 60 days of their retirement date.
- For employees with 25 years of service, present the 25-year service recognition card signed by the Director, along with the certificate signed by the Governor, to the employee as close to his or her 25-year anniversary date as possible.
- For retiring employees, present the retirement certificate and congratulatory letter from the Director, to commemorate the employee's retirement. Retirement mementos for eligible employees can also be presented at this time, or mailed to the employee. Also, present the 25-year award in addition to the retirement award when applicable.

Director's Office Responsibility

- Prepare the 25-year service recognition card and mail to the requesting work location and/or the retirement certificate and congratulatory letter.
- Mail the retirement certificate/congratulatory letter as indicated on the request form (to the employee's home or work location).

Each of the following new forms may be ordered from Prison Industry Authority using CDC Form 1853, Reproduction Order:

- CDC Form 3018 (09/02) is a one sided form and will be printed on 8 ½" x 11", white bond paper in quantities of 500.



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- CDC Form 3019 (09/02) is a one sided form and will be printed on 8 ½" x 11", white bond paper in quantities of 500.

Please inform all persons concerned of the contents of this bulletin, which shall remain in effect until incorporated into DOM Chapter 3, Article 3, Employee Award Programs. Any inquiries regarding this bulletin should be directed to Kathy Stigall, Chief (A), Personnel Services Section, at (916) 327-5530.

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